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GOVERNMENT OF PUNJAB

DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING

(Technical Education-II Branch)

NOTIFICATION

The 15th March, 2021

No. 2/02/2020-4TE2/174.-In pursuance of the provisions of sub-section-(1) of Section 18 of the I.K.Gujral Punjab Technical University Act, 1996 (Punjab Act 1 of 1997) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to issue the First Regulations for the recruitment/appointment of Controller of Examination of IKG Punjab Technical University as under:-

Procedure for the appointment of Controller of Examination in IKG Punjab Technical University:

1. The selection of Controller of Examination in the university shall be made as per procedure and guidelines with reference to letter No. 1-32/2006-U.II/U(ii) dated: 31-12-2008 issued by Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi and approval of Board of Governors, IKGPTU from time to time.

2. Tenure

As per approval of Board of Governors in its 52nd meeting for the position of Controller of Examination, the appointment shall be made by the Board of Governors on the recommendations of the Vice Chancellor for a period of 3 years which may be extended by another term of 3 years or attainment of age of superannuation, whichever is earlier. All tenure posts shall be treated as on contract basis. Appointment of the Controller of Examination of the University shall be made strictly on the basis of merit.

3. Age of Superannuation

The age of superannuation for the tenure post of Controller of Examination shall be 58 years.

4. Reservation

Reservation shall be applicable as per the State Government policy.

5. Inviting applications for the post

The applications for the post of Controller of Examination duly approved by the Board of Governors,

IKGPTU shall be invited through open advertisement in the prescribed format through leading newspapers. The same shall be posted on the University Website www.ptu.ac.in along with detailed eligibility criteria.

6. Selection Criteria

6.1. Minimum Eligibility

The minimum eligibility for the post of Controller of Examination shall be as per Government of India, Ministry of Human Resource Development, Department of Higher Education, New Delhi Letter No.1-32/2006-U.II/U(ii) Dated: 31st December, 2008, which is as follows:

“Master’s Degree with at least 55% of the marks or its equivalent grade of ‘B’ in the UGC 7 point scale. Experience required for the posts of Registrar and equivalent shall be:-

- (i) At least 15 years’ of experience as Assistant Professor in the AGP of Rs. 7000 and above or with 8 years’ of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration. Or
- (ii) Comparable experience in research establishment and/or other institutions of higher education, Or
- (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or on equivalent post.

6.2. Detailed Selection Criteria

The detailed selection criteria for the post is given in **Annexure –B**.

7. Screening and short listing of Applications

7.1. A Screening Committee will be constituted by the Vice Chancellor to scrutinize all the applications and shortlist the candidates as per following procedure:

- (i) Those not fulfilling the minimum eligibility criteria shall be rejected.
- (ii) The Screening Committee would further give marks as per the selection criteria given in the Annexure-B except for the presentation and interview marks.
- (iii) List of shortlisted candidates shall be put up on the University website www.ptu.ac.in.
- (iv) All shortlisted candidates shall be intimated for the interview through their email ids and correspondence address as mentioned in their application forms submitted.
- (v) The University shall not hold any responsibility for non-receipt of intimation on account of change in the correspondence address or wrong email ids.

7.2. Constitution of Screening Committee

The constitution of the Screening Committee shall be as follows:

- (i) One Internal Dean as nominated by the Vice Chancellor IKG PTU.
- (ii) Two Registrars/Ex-Registrars of any State University/ Central University
- (iii) Two Senior Professors from State University/ Central University
- (iv) An academician representing SC/ST/OBC/minority/Women/differently abled categories to be nominated by the Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

The Quorum required for Screening Committee will be four members. The Vice Chancellor shall nominate Experts in the Screening Committee from the panel of Experts approved by Board of Governors, IKGPTU.

8. Selection Committee

8.1. A selection committee will be constituted by Vice-Chancellor to make recommendations regarding selection of candidates as per following procedure:

- i) The Selection Committee shall assess the candidature of the candidates as per the merit list prepared by the Screening Committee on parameters defined in the Selection Criteria.
- ii) The shortlisted candidates shall make a 10 minutes presentation about his/her past achievements and his vision and likely contribution for the job profile laid down for the post of Controller of Examination by IKGPTU.
- iii) To ensure transparency, the presentation shall be video recorded.
- iv) The Selection Committee shall then interview candidate as per the procedure it may devise.
- v) The selection committee will give marks for presentation and interview as per selection criteria and then total marks of the candidates will be worked out for making recommendations for selection by the Committee.

8.2. Constitution of Selection Committee

Selection committee will be as follows:

- i) Vice Chancellor, I.K Gujral Punjab Technical University as Chairman
- ii) Nominee of the Chancellor
- iii) Nominee of the State Govt.
- iv) Two experts nominated by the State Govt.
- v) An academician representing ST/OBC/minority/Women/differently abled categories to be nominated by the Vice Chancellor or acting Vice Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.

At least four members, including one outside subject expert shall constitute the quorum.

9. Final Selection of Candidates

The recommendations of the selection committee shall be placed before the Board of Governors, for approval.

Note:- First Regulations relating to other issues shall be issued in due course.

Chandigarh

The 15th March, 2021

ANURAG VERMA, I.A.S.,

Principal Secretary to Government of Punjab,

Department of Technical Education & Industrial Training.

Annexure-B**IKG Punjab Technical University**

Criteria for selection of Registrar						
Graduation Post	PhD graduation	Research/Administrative experience	Research work/ publication	Non Academic Presentations achievements	Interview	
20 Marks	15 Marks	10 Marks	10 Marks	20 Marks	5 Marks	10 Marks

(i). 1 (one) mark for each year of teaching/Administrative experience.

(ii). Teaching/Administrative experience above the minimum required for eligibility shall be considered.

Applicant will make a 10 minute presentation through power point before the selection committee about his/her past contribution in academic administration for assessment of administrative skills and required domain of knowledge

Interview Selection committee before the Selection committee